



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Air Quality
LPA/CPA Administrative Amendment (BWP AQ 34)
Instructions and Supporting Materials

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Introduction

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at <http://www.mass.gov/eea/agencies/massdep/air/approvals/air-plan-approval-applications.html> in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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(1) Who Must Apply for an LPA/CPA Administrative Amendment?

An owner or operator of a facility holding a Plan Approval if the proposed change is:

- A change in the business name, facility name, mailing address, telephone number or name of the facility contact; or
- A change in the ownership of the facility that is subject to the plan approval; or
- An increase in the frequency of recordkeeping, monitoring, reporting or testing above that previously specified in the plan approval; or
- Correction of typographical errors.

(2) How is an LPA/CPA Administrative Amendment Processed and What are the Timelines?

For an owner or operator of a facility to apply for an administrative amendment to their plan approval(s), a complete application must be filed in duplicate. The application must be submitted on Form LPA/CPA Administrative Amendment (BWPAQ 34) and in accordance with the timelines established at 310 CMR 7.02(13). A timely application is one that is submitted no later than 60 days of the initiation of the proposed change.

The administrative amendment shall take effect 30 days after receipt by the Department unless prior to the expiration of the 30 days the Department disapproves the proposed amendment in writing.

(3) What is the application fee? None.

(4) Where do I send my completed administrative amendment application?

Your completed administrative amendment application must be submitted to the appropriate MassDEP Regional Office. See: <http://www.mass.gov/eea/agencies/massdep/about/contacts/>

(5) How can I avoid the most common mistakes made in applying for an Administrative Amendment?

- Answer all questions on the form and indicate "N/A" (not applicable) where appropriate.

(6) What are the regulations that apply to these permits? Where can I get copies?

These regulations include, but are not limited to:

- Air Pollution Control Regulations, 310 CMR 6.00-8.00
- 310 CMR 4.00

These may be purchased at:

State Bookstore (in State House)
Room 116
Boston, MA 02133
617-727-2834

State Bookstore
436 Dwight Street
Springfield, MA 01103
413-784-1376

See also: <http://www.mass.gov/eea/agencies/massdep/air/regulations/air-and-climate-regulations.html>



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(1) Directions for completing Form LPA/CPA Administrative Amendment:

- (A) **Facility Information:** Complete using information directly from the current Plan approval
- (B) **Reason for Submission:** Check the appropriate box and attach documentation.
- (C) **Describe Reason(s) for Submission in Detail:** Elaborate on reason, using additional sheets if necessary.
- (D) **Certification:** Any application form, report, or compliance certification submitted pursuant to 310 CMR 7.02(13) shall contain certification by a responsible official of truth, accuracy, and completeness in accordance with 310 CMR 7.01(2).



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Application Completeness Checklist

☐ The MassDEP Transmittal Form is completed:
<http://www.mass.gov/eea/agencies/massdep/service/approvals/transmittal-form-for-payment.html>

☐ Form LPA/CPA Administrative Amendment (BWP AQ 34) is completed.

☐ A cover letter is attached explaining the request.

To submit the application package:

☐ Checklist items have been completed.

☐ Send the application along with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection
_____ * Regional Office
Bureau of Waste Prevention

* Find your region: <http://www.mass.gov/eea/agencies/massdep/about/contacts/>